

ARMA- MILWAUKEE CHAPTER BOARD

Meeting Minutes

April 6, 2017

I. Call to order

Donald Force called to order the regular meeting of the ARMA-Milwaukee Chapter Board at 7:31 a.m. on April 6, 2017 via conference call.

II. Roll call

The following persons were present: Donald Force, Herb Foster, Pamela Bartoli, Christine Matthies, Ben O'Donnell, Maggie Elice Turner, Elizabeth Vera

III. Open issues

a) Treasurer's Report

Checking	\$8,847.07
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IV. Old business

a) Grant Reimbursement

- Resubmitting request for reimbursement this April for the November meeting with Gordy Hoke.

V. New business

a) Upcoming Events

- Spring Seminar (April 27, 2017)- Speakers lined up and agenda distributed. Website updated with new flyer.
- 23 people registered as the time of the meeting- another reminder email will be sent out today & another final the week before.
- Compile a list of people registered and email to Ben for receipts
- Discuss the raffle items and who will be eligible
Book Sale at the Spring Seminar- attendees bring used books to donate and let us know the approximate worth. Books can be purchased on the lunch break, with proceeds benefiting the education fund.
- Final Meeting/Social June 1, 2017 Miller Park Fridays Front Row. Buffet. Social meeting- we will open the floor for news, announcements, and accomplishments.

- b) Membership
 - 47 as of April 5, 2017
- c) Board Elections
 - Information forthcoming via email
- d) Regional Conference
 - Joint Midwest/Rocky Mountain Regions July 21-22 in St. Louis, MO
 - Discussions of improvement for chapters, challenges, resources, ideas and networking.
 - Board Members are encouraged to investigate if employers will assist in subsidizing the cost of attendance since the chapter can only afford to sponsor/reimburse (1) board member per year to attend.
 - ARMA International will provide free registration for 1 chapter member
 - Donald interested in attending. Email all members if you are also interested.
- e) Re-implement PO Box for tax purposes
 - W9 form and 990 need an address in order to send checks in advance allowing organizations to set up ARMA-Milwaukee as a payee.
 - Use a PO Box near our event locations
- f) Next Meeting
 - May 4, 2017 (conference call)

VI. Adjournment

Donald Force adjourned the meeting at 8:08 a.m.

Minutes submitted by: Maggie Elice Turner, Secretary

Minutes approved by: _____